

9 February 1951

MEMORANDUM FOR: Chief, Building Maintenance and Utilities Division
 Chief, General Services Division
 Chief, Real Estate and Construction Division
 Chief, Reproduction Division
 Chief, Transportation Division

SUBJECT: Sunday and Holiday Duty

1. My memorandum dated 30 December 1950, Subject: "Sunday and Holiday Duty", is hereby reissued.

2. In lieu thereof, the Duty Roster will be established by the Administrative Officer, Administrative Services Office, for Sundays and holidays. Prior to days of duty the names of such personnel will be given to the Office of the Deputy Director (Administration) and on the days indicated, these personnel are required to be available by telephone at their homes in order that they may be contacted in regard to Administrative Services matters.

3. If for valid reasons such personnel may be required on days of duty to leave their homes, they are to notify the Chief or Deputy Chief, Administrative Services, by telephone and failing to reach either of these, the office of the Deputy Director (Administration), Extension must be notified.

25X1

4. The Chief, Administrative Services, is to be notified by memorandum of any activity, including telephone calls, which a Duty Officer receives on Sundays or holidays, the action which he was required to take, and any follow-up action which may be necessary.

25X1A9A

W. L. PHEL
 Chief, Administrative Services

P.S. Attached is a list of Administrative Services personnel with home addresses and phone numbers so that the Duty Officers may be in a position to contact them if necessary.

cc: Asst. to Chief, Admin. Services

Chief,

Chief,

Chief,

Asst. Ch.

Chrono

Admin. Inst.

Procedure File

Duty Officer Book

Document No. _____

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: _____ By: _____